

STATE OF GEORGIA

RECORDS RETENTION SCHEDULE APPLICATION

<i>The Retention Schedule Program will enter this data:</i>		Sheet:	1 of 2
		Schedule #:	78-0270-02
		Effective Date:	10/30/00

(Agency use)

(Archives use)

Date Sent:

Date

Received:

Agency
Control No.:

Agency Code: 0484-000

Control No.: 2000405-02

Applicant: Martha B. Lamb
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Creating Office: Air Transportation
Address: 4175 South Airport Road
Atlanta, Georgia 30336

Phone: (404) 699-4483
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Email: renee.bennett@dot.state.ga.us

Administrator: David Carmichael

Phone: (404) 699-4483
FAX: (404) 699-4487
Email: david.carmichael@dot.state.ga.us

Application
Type:

New:

Amend: Amend DOT Schedule # 78-720 effective date 11/28/1978

One-time:

Exception:

Class: Individual

Series Title: Flight Report File

Dates of

Series: 1969 – Ongoing

Access: Open

Function Documented: Operates aircraft for use by state officials in conducting state business and also performs various aerial photography services for the department in the course of construction or road or bridge improvement.

Consists of: Flight Reports and Flight Requests.

Media: Paper

Arrangement: The Flight Reports are arranged by flight number consisting of pilot

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Sheet: 2 of 2
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destinations, passengers, flight time and other flight data and flight request.
They are filed chronologically by fiscal year.

Indexed by: By flight numbers and chronological dated Flight request.

Retention Requirement: Close out by Fiscal Year and hold in current file area until all checks are received for all the flight during that FY. Once these checks are received and everything is balanced, transfer to gen. office holding area. hold 2 yrs then destroy

State Law or Regulation:

Federal Law or Regulation: FAA 91.417 (attached)

Audit Period:

Administrative Need:

Cutoff Event: Fiscal year

Total Retention: Two years plus current

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by: Paul H. Mahaffy 10/30/00
Agency Head (or Designee) Date

Concur: Dave Connick 10/30/00
Creating Office Administrator Date

Submitted by: Martha B. Lant 10-30-00
Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed: Donald B. Belieu 10/30/00
Secretary of State Designee Date

Old Schedule Number 78-270

Flight Report File: Close out by Fiscal year and hold two years, then destroy.

Please make the following revision in the schedule for the Flight Reports to read as follows:

To Close out by Fiscal Year and hold in current office until all checks are received for all the flights during that Fiscal Year. Once these checks are received and everything is balanced, transfer these records to The Records Management Analyst Office in the General Office to maintain until time for the records to be destroyed.

Concur:

Billy F. Sharp
Billy F. Sharp, Division Director and Treasurer

5-27-00

Date:

Concur:

Sandra S. Burgess
Sandra S. Burgess, Legal Services

5-22-00

Date:

Concur:

Dave Carmichael
Dave Carmichael, Air Transportation Administrator

5-22-00

Date:

Concur:

Martha B. Lamb
Martha B. Lamb, Records Management Analyst

5-22-00

Date:



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

1. Application Date	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received	Application No. Date Completed
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Air Transportation Division of Administration, Atlanta, Ga.		NOV 18 1978	78-270 NOV 28 1978
4. Person to Contact Dalton McCoy		5. Working Title Air Trans Admin	6. Tel. No. 691-1377

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 to Present	9. Exact Series Title Flight Report File
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10. What is the function of the office in which this record series is created

The Division of Administration provided staff support to the Department of Transportation in the area of general accounting, audits, fiscal procedure, equipment control, inventory and warehouse control, general files, records management, budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to providing air transportation for the State of Georgia.

Included are: (1) Flight Report
(2) Flight Requests

Flight Reports are arranged by flight number and the Flight Requests are filed chronologically.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers				In Office(s) In Storage Area(s)			
Legal-size File Drawers			Floor Space Occupied (Square Feet)	6			
File Boxes		9	AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				2	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ YES ☐ NO
14. Is there a duplication of this series in another office or agency? ☐ YES ☒ NO
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ YES ☒ NO
16. Does the series contain classified information requiring security handling? ☐ YES ☒ NO
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ YES ☒ NO
18. Could the function be performed if the files were lost or destroyed? ☒ YES ☐ NO
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ YES ☒ NO
20. Does the record series provide data as input to an EDP file? ☐ YES ☒ NO
21. Does the record series contain documentation produced as EDP printout? ☐ YES ☒ NO
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ YES ☒ NO
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ YES ☒ NO

24. REQUIREMENTS. The following requires the files to be kept 2 years:

a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

2 year retention will satisfy the Department of Transportation, Civil Aeronautics Board, and the Federal Aviation Administration requirement for records retention.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ Other then:

☒ Hold in the current files area month(s)/ 1 year(s):

☒ Transfer to ☐ State Records Center ☒ Local Holding Area; hold 1 year(s):

☒ Destroy

☐ Transfer to State Archives for permanent retention.

☐ Destroy immediately after cut off.

☐ Other: (Specify)

Same As 24 above.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 8/25/78

26. Recommendations

☐ Approved ☐ Disapproved

Head of Agency/Designee

Date 11/14/78

in Paragraph

State

☒ Approved ☐ Disapproved

Department of Audits/Designee

Date 11-22-79

25 are:

Records

☒ Approved ☐ Disapproved

Secretary of State/Designee

Date 11-17-78

Committee

☒ Approved ☐ Disapproved

Department of Law/Designee

Date 11-27-78